

PHARMACY DATA MANAGEMENT

USER MANUAL

Version 1.0 September 1997

(Revised March 2012)

Department of Veterans Affairs
Product Development

Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. If the Revised Pages column lists "All," replace the existing manual with the reissued manual. If the Revised Pages column lists individual entries (e.g., 25, 32), either update the existing manual with the Change Pages Document or print the entire new manual.

Date	Revised Pages	Patch Number	Description	
03/12	i, ii, iii, <u>27</u> , <u>44ia –</u> <u>44ib</u> , <u>89</u>	PSS*1*156	Added Patch PSS*1*156 information, which adds a new multiple named Outpatient Pharmacy Automation Interface (OPAI) in the DRUG file (#50) sub-file (#50.0906). REDACTED	
12/11	i, ii, iii, 38-40b, 62d-64d	PSS*1*159	Updated screens Updated the Edit Orderable Items option for the default medication route Due to data being moved, pages 62e and 62f have been removed REDACTED	
08/11	i-iii, 101- 101b, 102	PSS*1*163	Updated the Schedule/Reschedule Check PEPS Interface section • Updated overview of Schedule/Reschedule Check PEPS Interface • Updated the Schedule/Reschedule Check PEPS Interface example • Added a warning regarding the DEVICE FOR QUEUED JOB OUTPUT field • Added a blank page for two-sided copying REDACTED	
04/11	i-iii, 3-4b, 7-16b, 44d-j, 114, 118, 121, 129, 137, 204-206	PSS*1*155	Utilized three new fields that were added to the VA PRODUCT file (#50.68) with PSN*4*261. The fields are used during the Match/Rematch process of the <i>Drug Enter/Edit</i> [PSS DRUG ENTER/EDIT] and the <i>Enter/Edit Dosages</i> [PSS EDIT DOSAGES] options to determine whether possible dosages should be auto-created for supra-therapeutic drugs. Retired the <i>Auto Create Dosages</i> [PSS DOSAGE CONVERSION] option and removed the option from the <i>Dosages</i> [PSS DOSAGES MANAGEMENT] menu. Updated Index. REDACTED	
04/11	i, ii, iii, added iv, v; changed 3, 4, 45, 46; added 46a-46d, re-numbered all sections starting on page 87 and ending with page 106; changed page. 89; added 90e and 90f; changed 99-106; added 106a-b; deleted 107-112;	PSS*1*136 & PSS*1*117	Besides the developer's changes, this document incorporates the comments from REDACTED and colleagues for the PRE functionality included with patch PSS*1*117 (a combined patch with PSS*1*136). Sections changed are: • Changed overview of menu item descriptions to match application • Changed menu item description named Drug Interaction Management to Order Check Management and changed text • Changed submenu item Enter/Edit Local Drug Interaction [PSS-INTERACTION-LOCAL-ADD] to	

Date	Revised Pages	Patch Number	Description
	changed 151, 153, 154; added 154a-b; updated index;		Request Changes to Enhanced Order Check Database. [PSS ORDER CHECK CHANGES] and changed text. • Changed example in Report of Locally Entered Interactions option Section deleted: • Deleted Enhanced Order Checks Setup Menu and all its sub-menu items (Find Unmapped Local Medication Routes; Map Local Medication Route to Standard; Medication Route Mapping Report; Medication Route File Enter/Edit; Medication Route Mapping History Report; Request Change to Standard Medication Route; Find Unmapped Local Possible Dosages; Map Local Possible Dosages; Local Possible Dosages Report; Strength Mismatch Report; Enter/Edit Dosages; Request Change to Dose Unit; Mark PreMix Solutions; IV Solution Report; Administration Schedule File Report; Medication Instruction File Report) The deleted Enhanced Order Checks Setup Menu and its submenus is replaced by the following addition: • Added PEPS Services menu and its submenus: Check Vendor Database Link; Check PEPS Services Setup; and Schedule/Reschedule PEPS Interface Added a heading for Stand-Alone Menu Options with the description for the Enable/Disable Vendor Database Link option and a short description for the Other Language Translation Setup option. Added definitions in the glossary for PECS and PEPS, and updated the index. REDACTED
04/11	i-ii, 38, 40, 62d-f, 64, 64a	PSS*1*153	Renamed the MED ROUTE field (#.06) of the PHARMACY ORDERABLE ITEM file (#50.7) to be DEFAULT MED ROUTE. Provided the ability to print the POSSIBLE MED ROUTES multiple on <i>the Default Med Route For OI Report</i> [PSS DEF MED ROUTE OI RPT] option. REDACTED
02/11	i, 63	PSS*1*142	Added functionality to denote the default med route for IV orders in the selection list in CPRS if all of the orderable items on the order have the same default med route defined. Updated TOC. Released with CPRS version 28. REDACTED
06/10	i, iii, 84, 84a-84b, 203, 205-206	PSS*1*143	Added new Schedule Validation Requirements. Updated Index. REDACTED
02/10	iii-iv, 3-4, 44a-d, 47-48, 61-62d, 89- 90b, 112, 203-206	PSS*1*147	Described new process for requesting changes to Standard Medication Routes and the New Term Rapid Turnaround (NTRT) process; Added IV Additive/Solution Reports menu, with suboptions IV Solution Report option and V Additive Report [PSS IV ADDITIVE REPORT] option Added Default Med Route for OI Report option to the

Date	Revised Pages	Patch Number	Description
			Medication Routes Management menu.(this change was made but not documented with PSS*1*140) Updated Drug Enter/Edit option to display NUMERIC DOSE and DOSE UNIT fields defined for Local Possible Dosage Updated the Drug Enter/Edit option display to include the new ADDITIVE FREQUENCY field Updated Table of Contents and Index REDACTED
10/09	i, 64a-b, 65, 65a-b, 66	PSS*1*141	Added ASSOCIATED IMMUNIZATION field to Edit Orderable Items option and Dispense Drug/Orderable Item Maintenance option. Reorganized content within sections to accommodate new information. REDACTED
08/09	iii-iv, 53, 62a-b, 63, 81, 203	PSS*1*140	Added DEFAULT MED ROUTE FOR CPRS field and <i>Default Med Route For OI Report</i> [PSS DEF MED ROUTE OI RPT] option for the enhancement of default medication route being defined for an orderable item. REDACTED
07/09	27-34	PSS*1*131	Added explanations of DEA special handling code U for sensitive drug. REDACTED
05/09	81	PSS*1*137	Added Automate CPRS Refill field to the <i>Pharmacy System Parameters Edit</i> [PSS MGR] option. REDACTED
02/09	All	PSS*1*129	Pages renumbered to accommodate added pages. Pharmacy Reengineering (PRE) V.0.5 Pre-Release. Restructured Pharmacy Data Management menu: Grouped related options under the following new sub-menus: Drug Text Management, Medication Instruction Management, Medication Routes Management, and Standard Schedule Management Added temporary Enhanced Order Checks Setup Menu Added the following options: Find Unmapped Local Medication Routes, Find Unmapped Local Possible Dosages, Map Local Medication Route to Standard, Map Local Possible Dosages, Mark PreMix Solutions, Request Change to Dose Unit, and Request Change to Standard Medication Route Added the following reports: Administration Schedule File Report, IV Solution Report, Local Possible Dosages Report, Medication Instruction File Report, Medication Route Mapping Report, Medication Route Mapping History Report, and Strength Mismatch Report Updated Table of Contents, Index, and Glossary REDACTED
09/97			Original Release of User Manual

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1.2.4 Request Change to Dose Unit

[PSS DOSE UNIT REQUEST]

The *Request Change to Dose Unit* option is provided for users to request additions or changes to the DOSE UNITS file (#51.24). The request is directed to an Outlook mail group REDACTED that will review and act on the requests. A copy of the request is also sent to the user's VistA email account. The following information about the request will be needed:

- Dose Unit to be added or modified (required)
- References or Reason for Request (required)

If the user is not ready to send the request, answering 'No' at the transmit prompt will send the request just to the user's VistA email account. Once ready to send the request and if no changes are needed, the VistA email message can be retrieved and forwarded to the Outlook mail group REDACTED. If the VistA email message is no longer available for retrieval, the request must be reentered and transmitted. The option will use whatever editor (line or screen) the user has defined for "Preferred editor" in the NEW PERSON file (#200).

Example: Request Change to Dose Unit

Example: Request Change to Dose Unit Request email

```
Subj: Dose Unit Request[#89442] 05/28/08@12:51 4 lines
From: PHARMACIST, ONE In 'IN' basket. Page 1

Request New Dose Unit:
GRAIN(S)

Valid Dose Unit missing from file.

Enter message action (in IN basket): Ignore// QD Query Detailed

Subj: Dose Unit Request[#89442] 05/28/08@12:51 4 lines
From: PHARMACIST, ONE In 'IN' basket.
Local Message-ID: 89442@PEPCACHE.FO-BIRM.MED.VA.GOV (2 recipients)

PHARMACIST, ONE Last read: 05/28/08@12:52 [First read: 05/28/08@12:51]

REDACTED Sent: 05/28/08@12:51 Time: 1 second

Message ID: 48343526@REDACTED

Enter message action (in IN basket): Ignore//
```

1.3 Drug Enter/Edit

[PSS DRUG ENTER/EDIT]

The *Drug Enter/Edit* option allows users to make a new Dispense Drug entry into the DRUG file (#50) or to make changes to existing DRUG file (#50) Dispense Drug entries. This option consolidates entries for all Pharmacy packages if the user possesses the proper package key. It will also allow the user to match Dispense Drugs to corresponding NATIONAL DRUG file (#50.6) and Pharmacy Orderable Item entries and to tie the Dispense Drug to a DRUG TEXT file (#51.7) entry. Dispense Drug formulary status is designated via this option and formulary alternatives may be designated for non-formulary Dispense Drug entries.

Dosages created as the result of National Drug File matching or auto creation of dosages may be reviewed and edited via this option.

Outpatient Pharmacy designated Dispense Drug entries may be marked or unmarked as a LAB MONITOR or CLOZAPINE DRUG. This will allow lab values to print on the Outpatient Action Profile for the designated drug and provide lab monitor checks for Clozapine drugs during the medication order entry process.

The *Drug Enter/Edit* option allows the user to enter a dosage in a language other than English. PDM does not translate English terms into another language; instead, it allows the user to enter a translation of a term. If a value has not been entered in the OTHER LANGUAGE DOSAGE NAME field, PDM defaults to the value entered in the LOCAL POSSIBLE DOSAGE field. If no values exist in the LOCAL POSSIBLE DOSAGE and OTHER LANGUAGE DOSAGE NAME fields, the system will not display default values for those fields during CPRS or Outpatient Pharmacy prescription order entry processing. However, when building the SIG, Outpatient Pharmacy will default to the value the user input during order entry.

Patch PSS*1*61 adds a new code "F" for NON REFILLABLE to the DEA, SPECIAL HDLG field of the DRUG file (#50), which will allow sites to mark drugs other than controlled substances or clozapine drugs as NON REFILLABLE.

Patch PSS*1*81 adds a new code "E" to the DEA, SPECIAL HDLG field of the DRUG file (#50) to indicate that the drug is electronically billable. This will allow OTC drugs, supply items, and other drugs that are usually not billable to be marked for electronic billing.

Patch PSS*1*131 adds a new code "U" to the DEA, SPECIAL HANDLING field of the DRUG file (#50) to indicate that the drug is used to treat certain conditions that are deemed "sensitive". Specifically, the VA may not disclose any information on the following diseases: HIV, drug abuse, alcohol abuse, or sickle cell anemia without a signed consent from the patient. Drugs to mark with "U" include Antiretrovirals, Disulfiram, Naltrexone, and Methadone for maintenance or detox. When a signed Release of Information (ROI) is on file and the drug is marked with the new "U" DEA SPECIAL HANDLING CODE, the drug may be third party billable. Drugs must be manually marked with this new code, and this functionality works in conjunction with ROI modifications made in IB*2*384.

Patch PSS*1*156 adds a new multiple OPAI field to the DRUG file (#50), sub-file OPAI (#50.0906), which will allow prescription orders for a certain drug to be sent to a specific Automated Dispensing Device (ADD). Setup can be done by division such that a drug is linked to a specific automated dispensing device. This functionality works in conjunction with PSO*7*354.

The sub-file contains the following new fields:

- DIVISION This is the division associated with the automated dispensing device for the drug. This field is a pointer to the OUTPATIENT SITE file (#59).
- WINDOW DNS NAME This field is a pointer to the PHARMACY AUTOMATED DISPENSING DEVICES file (#52.53). Orders with a route of WINDOW will be sent to this automated dispensing device.
- MAIL DNS NAME This field is a pointer to the PHARMACY AUTOMATED DISPENSING DEVICES file (#52.53). Orders with a route of MAIL will be sent to this automated dispensing device.

The *Drug Enter/Edit* [PSS DRUG ENTER/EDIT] option was modified to add the new fields from the DRUG file (#50).

Example 3: Supra-Therapeutic Drugs – Drug Enter/Edit – Message displayed when Create Default Possible Dosage is Yes and 2 possible dosages auto-created (continued)

```
Strength => 200 Unit =>

Press Return to continue, '^' to exit:

POSSIBLE DOSAGES:

DISPENSE UNITS PER DOSE: 1 DOSE: 200MG/1VIAL PACKAGE: IO
DISPENSE UNITS PER DOSE: 2 DOSE: 400MG/2VIAL PACKAGE: IO

LOCAL POSSIBLE DOSAGES:

Due to National Drug File settings TWO possible dosages were auto-created.
```

Do you want to edit the dosages? $\ensuremath{\text{N}//}$

The following conditions will apply when CREATE DEFAULT POSSIBLE DOSAGE field is "NO":

- If POSSIBLE DOSAGES TO CREATE field is "NO", no possible dosages will be auto-created and the following message will be displayed: "This drug has been set within the National Drug File to not auto create possible dosages."
- If POSSIBLE DOSAGES TO CREATE field is "O", 1x possible dosage will be auto-created for the package specified by the new PACKAGE field and the following message will be displayed:
 "This drug has been set within the National Drug File to auto create only one possible dosage."
- If POSSIBLE DOSAGES TO CREATE field is "B", 1x and 2x possible dosages will be auto-created for the package specified by the new PACKAGE field and the following message will be displayed:
 "This drug has been set within the National Drug File to auto create two possible dosages."

Example 4: Supra-Therapeutic Drugs – Drug Enter/Edit -- Message displayed when NDF is set to not autocreate Possible Dosages

```
Do you wish to match/rematch to NATIONAL DRUG file? No// (No)
Just a reminder...you are editing LOMUSTINE 10MG CAP

Strength from National Drug File match => 10 MG
Strength currently in the Drug File => 10 MG

Strength => 10 Unit => MG

POSSIBLE DOSAGES:

LOCAL POSSIBLE DOSAGES:

This drug has been set within the National Drug File to not auto create possible dosages.
```

Do you want to manually enter possible dosages? N//

Example 5: Supra-Therapeutic Drugs – Drug Enter/Edit -- Message displayed when NDF is set to autocreate 1 Possible Dosage

```
Do you wish to match/rematch to NATIONAL DRUG file? No//
Just a reminder...you are editing LOMUSTINE 10MG CAP
This drug can have Possible Dosages, but currently does not have any.
This drug has been set within the National Drug File to auto create only one
possible dosage.
Create Possible Dosages for this drug? N// YES
Resetting Possible Dosages..
Due to National Drug File settings only ONE possible dosage was auto-created. If other dosages
are needed, create POSSIBLE DOSAGES or LOCAL POSSIBLE DOSAGES as appropriate.
Press Return to continue:
Strength from National Drug File match => 10
Strength currently in the Drug File => 10
Strength => 10 Unit => MG
POSSIBLE DOSAGES:
   DISPENSE UNITS PER DOSE: 1
                                     DOSE: 10 MG
                                                           PACKAGE: IO
LOCAL POSSIBLE DOSAGES:
```

This drug has been set within the National Drug File to auto create only one possible dosage. Do you want to edit the dosages? N//

Example 6: Supra-Therapeutic Drugs – Drug Enter/Edit -- Message displayed when NDF is set to autocreate 2 Possible Dosages

```
Do you wish to match/rematch to NATIONAL DRUG file? No//
Just a reminder...you are editing LOMUSTINE 10MG CAP
This drug can have Possible Dosages, but currently does not have any.
This drug has been set within the National Drug File to auto create two
possible dosages.
Create Possible Dosages for this drug? N// YES
Resetting Possible Dosages..
Due to National Drug File settings TWO possible dosages were auto-created.
Press Return to continue:
Strength from National Drug File match => 10
                                               MG
Strength currently in the Drug File => 10
Strength => 10 Unit => MG
POSSIBLE DOSAGES:
   DISPENSE UNITS PER DOSE: 1 DOSE: 10 MG
                                                          PACKAGE: IO
                                                          PACKAGE: IO
LOCAL POSSIBLE DOSAGES:
```

This drug has been set within the National Drug File to auto create two possible dosages. Do you want to edit the dosages? N//

Multiple Automated Dispensing Devices (ADD)

Patch PSS*1*156, in conjunction will PSO*7*354, allows sites to send prescriptions to multiple automated dispensing devices. Defining a dispensing device at the drug level for a division will override the dispensing device settings in the OUTPATIENT SITE File (#59). If populated, the drug will be sent to the dispensing device for that division. There are two types of automated dispensing devices, window and mail, and these are based on the route of the prescription. The prompt "OP EXTERNAL DISPENSE:" must be YES for an ADD to be added to a drug. The following example illustrates the set-up for the drug CIMETIDINE 200MG TAB to be sent to the dispensing device SCRIPTPRO1 for window prescriptions and SCRIPTPRO2 for mail prescriptions.

Example 1: Assigning Dispensing Device for a Drug

```
Select OPTION NAME: PSS DRUG ENTER/EDIT Drug Enter/Edit
Select DRUG GENERIC NAME: CIMETIDINE 200MG TAB
                                                       GA301
        ...OK? Yes// (Yes)
This entry is marked for the following PHARMACY packages:
Outpatient
Unit Dose
Non-VA Med
GENERIC NAME: CIMETIDINE 200MG TAB Replace
VA CLASSIFICATION: GA301//
DEA, SPECIAL HDLG: 6P//
This entry is marked for the following PHARMACY packages:
 Outpatient
 Unit Dose
Non-VA Med
MARK THIS DRUG AND EDIT IT FOR:
O - Outpatient
U - Unit Dose
I - IV
D - Drug Accountability
C - Controlled Substances
X - Non-VA Med
Enter your choice(s) separated by commas: 0
                                          O - Outpatient
** You are NOW editing OUTPATIENT fields. **
AN Outpatient Pharmacy ITEM? Yes// (Yes)
QUANTITY DISPENSE MESSAGE:
OP EXTERNAL DISPENSE: YES//
Defining a dispensing device at the drug level for a division will override
the dispensing device settings in the OUTPATIENT SITE File (#59). If populated,
the drug will be sent to the dispensing device for that division.
Select DIVISION: ALBANY //
 DIVISION: ALBANY //
 WINDOW DNS NAME: SCRIPTPRO1//
 MAIL DNS NAME: SCRIPTPRO2//
Select DIVISION:
```

The following actions will apply when OP EXTERNAL DISPENSE field (#28) is YES:

• To change where a drug is being routed, simply change the ADD associated with the drug.

```
Select DIVISION: ALBANY//
DIVISION: ALBANY//
WINDOW DNS NAME: SCRIPTPRO1// scriptpro3 MACHINE2@VA.GOV 9002
MAIL DNS NAME: SCRIPTPRO2//
Select DIVISION:
```

Automated dispensing device s can be removed from an automated dispensing device defined in DRUG file (#50) for specific drugs for a site.

```
Select DIVISION: troy 514
...OK? Yes// (Yes)

DIVISION: TROY// @
SURE YOU WANT TO DELETE THE ENTIRE DIVISION? y (Yes)

Select DIVISION:
```

• If the response to OP EXTERNAL DISPENSE field (#28) is NO, then there will be no prompt to add an automated dispensing device.

```
OP EXTERNAL DISPENSE: N NO

Do you wish to mark to transmit to CMOP?
Enter Yes or No:
```

These mail messages can be used to clean up the DEA, SPECIAL HDLG code in the DRUG file (#50) where appropriate.

The post-install also checks to see if the DEA, SPECIAL HDLG field (#3) of the DRUG file (#50) is null and if the drug is matched to an entry in the VA PRODUCT file (#50.68), and the CS FEDERAL SCHEDULE field (#19) of the VA PRODUCT file (#50.68) has data, then it updates the DEA, SPECIAL HDLG field (#3) of the DRUG file (#50) with the DEA, SPECIAL HDLG code mapped to corresponding CS FEDERAL SCHEDULE code.

This new *Controlled Substances/PKI Reports* option is added to the *Pharmacy Data Management* menu to re-generate these post-install Mailman messages on demand.

1.16 Send Entire Drug File to External Interface [PSS MASTER FILE ALL]

This option sends updated information for every entry in the DRUG file (#50) to the external interface for Outpatient Pharmacy dispensing systems, using HL7 standard V. 2.4 messages. All entries are sent, regardless of how they are marked for Application Package Use.

To use this option, the following items must be set up properly in the OUTPATIENT SITE file (#59):

- In the AUTOMATED DISPENSE field (#105), the value should be set to **V. 2.4**. This enables sending data through the Interface Engine using HL7 V. 2.4 standard.
- In the ENABLE MASTER FILE UPDATE field (#105.2), the value should be set to **YES**.
- In the DISPENSE DNS NAME field (#2006), there should be some value defined. This value sends the DNS name of the dispensing system (for example, dispensemachine1.vha.med.va.gov) to the Interface Engine, so that the Interface Engine knows where to route the HL7 messages.

Example: Send Entire Drug File to External Interface

Select Pharmacy Data Management Option: PSS MASTER FILE ALL

Send Entire Drug File to

External Interface

Send Entire Drug File to External Interface

Press RETURN to continue...

The *Enhanced Order Checks Setup Menu* options are located here on the main menu. Because this menu will be removed when PRE V.0.5 is released, the descriptions have been moved to the end of this chapter (1.23).

Current functionality in the PDM package is that when a new drug is entered, information is sent to the OPAI, if one is defined. Patches PSS*1*156 and PSO*7*354 provide the ability of adding more than one dispensing device per division. It was recommended that this particular option not be enhanced with the multiple automated dispensing device capability since it is not currently used. Sites make manual entries of drugs into the console of the dispensing devices directly.

1.17 IV Additive/Solution [PSS ADDITIVE/SOLUTION]

The *IV Additive/Solution* option was created by Patch PSS*1*147 to provide an umbrella for all the options related to reviewing IV Additive and IV Solution data. Note that with the advent of Patch PSS*1*117, the menu reads *IV Additive/Solution* and the *Mark PreMix Solutions* option has been added.

1.17.1 IV Additive Report

[PSS IV ADDITIVE REPORT]

Patch PSS*1*147 creates a new *IV Additive Report* option to display IV Additive information. A user can select to display only entries marked with '1 BAG/DAY' in the Additive Frequency field, or only those entries with nothing entered in the Additive Frequency field, or all entries can be displayed. The report will print the following data elements:

- Print Name
- Generic Drug
- Drug Unit
- Synonyms
- Pharmacy Orderable Item
- Inactivation Date
- Used in IV Fluid Order Entry
- Additive Frequency

If the user chooses to print only the IV Additives marked with '1 BAG/DAY' in the Additive Frequency field or those entries with nothing entered in the Additive Frequency field and none are found, the report will display 'No IV Additives marked as '1 BAG/DAY' or 'No IV Additives marked as null' respectively.

Example 1: User selects only IV Additives marked with no value in the Additive Frequency Field